

SHORT NOTICE TENDER

Tender / Quotation are invited for supplying Laptops on outright sale basis as required in Schedule "A" at Delhi & District Cricket Association (DDCA) situated at Ferozshah Kotla, New Delhi-110002 from reputed firms/agencies/companies having valid licenses and sanctions and shall have experience in the field of providing these items for a minimum period of two years, to quote their best offers at DDCA, Ferozeshah Kotla Grounds, New Delhi.

Particulars of Party Submitting Quotation

Sl. No.	Required Information	
•	Name of the Party	
•	Legal Status ((Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc)	
•	Name of the contact person, Designation, Telephone No., Fax No., E-mail id	
•	Registration number issued by Regulation authority, if any (attach photocopies)	
•	Service Tax/GST – Registration number , if any (attach photocopy)	
•	VAT no. – Registration number (attach photocopy)	
•	Permanent Account number (attach photocopy)	
•	Whether any partner/proprietor/ Director of the prospective Quotationer has been convicted by any court of law, if so give details.	

INSTRUCTIONS TO THE APPLICANT

Please read the Terms & Conditions carefully before filling up the document.

- Incomplete Documents will be rejected.
- The supply shall have to be made at our registered office at feroz Shah Kotla Stadium.
- The applicant should be in the business of providing Desktop/Laptops/ Printers for a minimum period of two years.

SCHEDULE - A

- DDCA has a requirement of the following products for purchase:

S.NO	Name of Item	Qty	Quoted Price	GST	Total
1	Lenovo Laptop,Model No 81DE008PIN	1			
2	Lenovo Laptop,Model No 81F401AXIN	1			

- The vendors to give quote for the supply of these equipment's.
- The vendors may quote for one or more items.

All statutory taxes/fees of any kind shall be borne by the applicant.

Signature
Name of the Company

Other Terms & Conditions:

- The necessary details / clarification if any can be obtained from Finance Deptt at DDCA Office.
- All quotations / offers/ Tenders should be on Company / Firms or Organisation Letter Head with logo.
- DDCA reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other change in items, terms and conditions.
- The envelopes containing quotations SUPERSCRIBED with the name of item is to be addressed to Chief Executing Officer, Delhi & District Cricket Association, Ferozshah Kotla Grounds New Delhi-110002.
- Sealed quotation must reach the office of the DDCA by 20th March 2019 BY 2:00 p.m. and may be deposited in seal box kept at the reception, Tender will be opened at 4:00 p.m. on same day. (20th March 2019)
- The incomplete quotations in any manner or lacking in any other respect will be summarily rejected.
- The payment will be made to successful Quotationer 7 days after the supply/installation at registered office at DDCA.

Neeraj Sharma
Admin-Manager

Date: 16/03/2018